GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

General Administration (Services Welfare) Department – Service Associations – Amendment to the Bye-laws of "Andhra Pradesh Sub-Registrars' Association," – Approved – Orders – Issued.

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GENERAL ADMINISTRATION (SERVICES WELFARE) DEPARTMENT

G.O.MS.No. 107 Dated: 29-09-2025

Read the following:-

1. G.O. Ms. No.264, G.A.(SW) Dept. dated 22.06.2001.
2. From Sri A. Gopal, President, Andhra Pradesh Sub-Registrars' Association, Guntur, Letter, dated:nil.
3. Govt.Lr. No.GAD01-SW0SERA/3/2025-SW, dated:04.02.2025.
4. Lr.No.G1/2246/2025, dated:05.05.2025 of the IG, Registration & Stamps received through U.O.Note No.REV01-REGS/117/2025-REGN-1, dated:. 09.05.2025.

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ORDER:-

In the letter 2nd read above, the President and the General Secretary, AP Sub-Registrars' Association have stated that in the General Body Meeting held on 17.07.2022, it was resolved to propose certain amendments to their association bye-laws viz… change of association address, enrolling Members, Subscriptions, reducing Office Bearers from 53 to 35 consequent on bifurcation of districts in AP, composition of general body, functions of the Office Bearers, and Maintenance of funds of association by the Executive Committee and requested to approve the proposed amendments to the bye-laws of their association.

2. After careful examination of the matter, Government have decided to agree for making amendments to bye-laws of Andhra Pradesh Sub-Registrars' Association, and accordingly, Government hereby approve the proposed amendments to bye-laws Andhra Pradesh Sub-Registrars' Association, under Rule 3(2)(g) of the A.P. Civil Services (Recognition of Service Associations) Rules 2001 issued in the G.O. 1st read above as mentioned at Annexure to this G.O.

3. The President, Andhra Pradesh Sub-Registrars' Association, shall take necessary action in the matter accordingly and furnish updated copies of bye-laws to the Government and also to the Inspector General, Registration & Stamps, Andhra Pradesh.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**SHAMSHER SINGH RAWAT**
**SPECIAL CHIEF SECRETARY TO GOVT. (SER&HRM)**

To
Sri A. Gopal, President, Andhra Pradesh Sub-Registrars' Association,
Zilla Parishad Compound, Guntur – 522004.

(PTO

Copy to:-

The Inspector General, Registration & Stamps, Andhra Pradesh.
The OSD to Chief Secretary.
The PS to Spl. CS to Govt. (Ser. & HRM), GAD.
SF/ SC (E-2679767)

//FORWARDED :: BY ORDER//

SECTION OFFICER

**(Annexure to G.O.Ms.No.107 G.A. (SW) Dept., dated: 29.09.2025)**
**(Amendments to Bye-Laws of Andhra Pradesh Sub-Registrars' Association)**

| S. No. | Article No. | Existing bye laws of Andhra Pradesh Sub-Registrars' Association | Amendment approved by the Government |
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| (1) | (2) | (3) | (4) |
| 1. | Article 1 | **Name of the Society**<br><br>"THE ANDHRA PRADESH SUB-REGISTRARS ASSOCIATION" (169/965)<br><br>ADDRESS: Flat No:8., Bhagya Nagar Apartments,<br>R.T.C. Cross Roads,<br>HYDERABAD. | **Name and Address:**<br><br>"THE ANDHRA PRADESH SUB-REGISTRARS' ASSOCIATION" (169 OF 1965), A.P.Sub Registrar Association Building, Zilla Parishad Compound, Guntur.<br>i. These rules and regulations may be called the bye-laws of "THE ANDHRA PRADESH SUB-REGISTRARS' ASSOCIATION".<br>ii. The provisions of these bye-laws apply to "THE ANDHRA PRADESH SUB-REGISTRARs' ASSOCIATION" |
| 2. | Article 2 | **JURISDICTION**<br><br>The Association extends to all the 26 existing Registration Districts in the State of Andhra Pradesh viz. Srikakulam, Vizianagaram, Visakhapatnam, Anakapalli, Kakinada, Rajahmundry, Eluru, Bhimavaram, Machilipatnam, Vijayawada, Vijayawada (East), Guntur, Tenali, Narasaraopet, Ongole, Markapur, Nellore, Gudur, Sri Balaji, Chittoor, Kadapa, Proddutur, Anantapur, Hindupur, Nandyal, Kurnool and unit of Commissioner and Inspector General Office. It shall also extend to such of the areas which may be bifurcated or reorganized from time to time. | **JURISDICTION**<br><br>The Association extends to all the 26 Districts in the State of Andhra Pradesh viz. Srikakulam, Vizianagaram, Parvathipuram Manyam, Alluri Sitharamaraju, Visakhapatnam, Anakapalli, Kakinada, Kona Seema, East Godavari, West Godavari, Eluru, Krishna, Vijayawada, Guntur, Palnadu, Bapatla, Ongole, Nellore, Tirupati, Chittoor, Kadapa, Annamayya, Anantapur, Satya Sai, Nandyal, Kurnool. It shall also extend to such of the areas which may be bifurcated or reorganized from time to time. |
| 3. | Article 4 | **Membership of the Association:**<br><br>No person who is not a SUB REGISTRAR shall be associated or connected with the affairs of the Association.<br><br>The Membership of the Association is open to all Sub-Registrars of the Registration Department in Andhra Pradesh.<br>The membership can be had on | **Members of Association:**<br><br>1. No person who is not a SUB REGISTRAR shall be associated or connected with the affairs of the Association.<br><br>2. The Membership of the Association is open to all Sub-Registrars of the Registration Department in Andhra Pradesh. |

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| | | payment of annual fees to be fixed by the Executive Committee. If any member does not pay annual subscription **consecutively for Two years** he shall automatically lose his membership. All maters shall be decided on majority vote of the members present and voting either in the General Body or in the Executive Committee meeting. The funds of the Association consisting exclusively of subscriptions from members and grants if any, made by the Government and others are utilized only for the furtherance of the objects of the Association. | 3. The membership can be had on payment of annual fees to be fixed by the Executive Committee.<br><br>4. The annual subscription shall be Rs.1,000/- per year and can be changed by the Executive Committee if necessary.<br><br>5. If any member does not pay annual subscription consecutively for Two years, he shall automatically lose his/her membership. In such cases, if any member requests for renewal of his/her membership, the decision on the same shall vest with the Zonal Committee and in case of any dispute; the decision of the Executive Committee shall be final and binding on all. All matters shall be decided on majority vote of the members present and voting either in the General Body or in the Executive Committee meeting.<br><br>6. The funds of the Association consisting exclusively of subscriptions from members and grants if any, made by the Government are utilized only for the furtherance of the objects of the Association.<br><br>7. Persons of unsound mind, lunatics, and idiots are not eligible to be members.<br><br>8. Any person who is convicted by any court of law or facing charges in a criminal court of law is not eligible to be a member.<br><br>9. Any person who is admitted as a member and is subsequently found to be falling under any of the categories in 7 and 8 above shall be immediately expelled from association and membership shall stand cancelled with immediate effect. |
| **4.** | **Article 5** | **New Article** | **Sources of funds for the Association:**<br><br>1. The funds of the Association shall be generally from the periodical subscriptions of the members.<br><br>2. By way of and grants if any, made by the Government for the aims and objects of the association. |

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| | | | 3. Sanction from the State/ Central Government by way of funds, subsidies, allotments etc., for promoting all or any of the objectives of the Society.<br><br>4. The funds collected by the association shall be deposited in the bank account of the association and the funds deposited shall be withdrawn under the joint signatures of the President or General Secretary and Treasurer or any two of them.<br><br>5. In the normal course payments shall be made by cheque. Payments not exceeding of Rs.1000/- may be paid in cash. Due receipts shall be obtained for all payments made.<br><br>6. All the funds collected by the association shall be utilized only for the furtherance of the objects of the Association. |
| **5.** | **Article 6** | **Constitution of the Association:**<br><br>B. Executive Committee including the Office Bearers shall be 53 (fifty three) in number consisting of the following:<br><br>1. Office Bearers:<br><br>a. President ...One<br>b. Vice President...One<br>c.General Secretary... One<br>d. Joint Secretary ....One<br>e. Treasurer ... One<br>f. Sports Secretary ... One<br>g. Cultural Secretary. One<br>h. Literary Secretary .. One<br><br>2. Zonal Executive Committee....<br>Forty five - Members | **Constitution of the Association:**<br><br>B. Executive Committee including the Office Bearers shall be **34 (Thirty-Four)** in number consisting of the following:<br><br>1. Office Bearers:<br><br>a. President ….. One<br>b. Vice President ... One<br>c. General Secretary. One<br>d. Joint Secretary ... One<br>e. Treasurer ... One<br>f. Sports, Cultural &<br>Literacy Secretary ...One<br>g. Associate President ...Four<br><br>(one for zone I &II, one for Zone-III & IV, one for C & IG Office and one for Women)<br><br>(h) Organising Secretary…. Four<br><br>(one for zone I& II, one for zone III & IV, one for C&IG Office and one for Women)<br><br>2) Zonal Executive Committee ... Twenty |
| **6.** | **Article 7** | **GENERAL BODY**: -<br><br>The General Body Meeting will be held in the month of January or February or March, every year. The quorum for the General Body meeting is 150. | **General Body:**<br><br>A. General Body consists of all the eligible and qualified members of the association. It is the apex body to take or ratify all the policy decisions of the association. |

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| | | All matters will be decided by a majority vote of the members present. The Agenda for the General Body meeting should be circulated to the members 15 days in advance by the General Secretary. The Agenda for General Body meeting and for the Executive Committee Meeting should be prepared by the General Secretary. A requisition by 100 members to the General Secretary to hold a General Body Meeting shall make him to call for extraordinary or special General Body meeting. Likewise, a requisition by 25 Executive Committee members shall entail the General Secretary to call for an extraordinary or special meeting of the Executive Committee. | B. The General Body Meeting will be held in the months of January to March every year. The quorum for the General Body meeting is 1/5$^{th}$ of the total members.<br><br>C. All matters will be decided by a majority vote of the members present. The Agenda for the General Body meeting should be circulated to the members 15 days in advance by the General Secretary or in emergency it can even be done at short notice on approval by the President.<br><br>D. A requisition by 50 members to the General Secretary to hold a General Body Meeting shall make him to call for an extraordinary or special General Body meeting with short notice on approval by President.<br><br>E. The General Body of the association shall constitute an Executive Committee in accordance with the bye-laws and entrust the day-to-day management of the affairs of association to such committee.<br><br>F. It shall lay down policies and shall give directions to the Executive Committee from time to time on any of the activities of the association.<br><br>G. The General Body meeting shall be convened by the General Secretary by giving 15 days' notice or such other reasonable notice in case of any emergency.<br><br>H. The ultimate authority in all matters relating to the administration of the association shall vest in the General Body of the association.<br><br>I. The General Body shall have power to elect, dissolve and reconstitute the Executive Committee by vote of not less than 2/3$^{rd}$ of the total members.<br><br>J. The General Body can amend or alter the bye-laws of the association by vote of not less than 2/3$^{rd}$ of the total members.<br><br>K. The General Body shall approve the Statement of income and expenditure of previous year and review the working of the Association for the past year and also |

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| | | | consider the probable funds required for the coming year and the income and expenditure in this regard and finalize and approve such budget. The Executive Committee may call for an extraordinary General Body meeting/urgent General Body meeting by giving reasonable notice as the situation demands. |
| **7.** | **Article 8 (A) & (B)** | **Executive Committee:**<br><br>A. The General Body shall duly elect an Executive Committee consisting of 53 (Fifty-three) members. The term of the Executive Committee shall be three years starting from the date of election. The term can be extended to the further period not exceeding one year if decided by the Executive Committee and such extension shall be ratified by the subsequent General Body.<br><br>B. This committee consisting of 53 Office Bearers as constituted once in three years shall be as follows:<br><br>**STATE UNIT**<br><br>i. President - 1(One)<br>ii. Vice President -1(One)<br>iii. GeneralSecretary -1(One)<br>iv. Joint Secretary - 1(One)<br>v. Treasurer - 1(One)<br>vi.Associate President- 5(Five)<br>(a) Zone I - 1(One)<br>(b) Zone II - 1(One)<br>c) Zone III -1(One)<br>(d) Zone IV -1(One)<br>(e)Women's Wing -1(One)<br>vii. Organizing Secretary -5(Five)<br><br>(a) Zone I - 1(One)<br>(b) Zone II - 1(One)<br>(c) Zone III- 1(One)<br>(d) Zone IV - 1(One)<br>(e)Women's Wing-1(One)<br><br>viii. Sports Secretary-1(One)<br>ix. Cultural Secretary- 1(One)<br>x. LiterarySecretary-1(One)<br><br>**ZONAL UNIT**<br><br>xi.Zonal President -5(Five) | **Executive Committee:**<br><br>A. The General Body shall duly elect an Executive Committee consisting of 35 (thirty five) members. The term of the Executive Committee shall be three years starting from the date of election. The term can be extended to the further period if decided by the Executive Committee and such extension shall be ratified by the subsequent General Body, duly getting approval from the Government.<br><br>B. Executive Committee including the Office Bearers shall be **34 (Thirty-Four)** in number consisting of the following:<br><br>**STATE UNIT**<br><br>1. Office Bearers:<br>a. President ….. One<br>b. Vice President ... One<br>c. General Secretary. One<br>d. Joint Secretary .. . One<br>e. Treasurer ... One<br>f. Sports, Cultural & Literacy Secretary ...One<br><br>**ZONAL UNIT**<br><br>g. Associate President ...Four<br>(one for zone I &II, one for Zone-III & IV, one for C & IG Office and one for Women)<br><br>(h) Organising Secretary…. Four<br><br>(one for zone I& II, one for zone III & IV, one for C&IG Office and one for Women)<br><br>1. Zonal Executive Committee ... Twenty<br>i.Zonal President - 4(Four)<br>ii. Zonal Vice President - 4(Four) |

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| | | xi(a )Zonal Vice President -5(Five)<br>xii. Zonal Secretary -5(Five)<br>xii(a)Zonal Joint Secretary-5(Five<br><br>xiii.Zonal Treasurer – 5(Five)<br>xiv.Zonal Sports Secretary -5(Five)<br>xv.Lady Co-opted member- 5(Five)<br>---<br>Total 53<br>---<br>Note: Five Zonal Office Bearers above from (xi) to (xv) shall be @ one Office Bearer for each zone and one for the unit of the Office of the Commissioner and Inspector General (R&S). | iii. Zonal Secretary -4(Four)<br>iv. Zonal Joint Secretary -4(Four)<br>v.Zonal Treasurer - 4(Four) |
| **8.** | **Article 8(C)** | **New Article** | **8(C) Functions and Powers of the Executive Committee:**<br><br>1. The primary responsibility of running the Association efficiently rests with the Executive Committee which is responsible to the General Body.<br><br>2. The Executive Committee shall have necessary powers for the administration of the association for furthering the objects set out in bye-laws.<br><br>3. The Executive Committee is at liberty to create any new posts depending upon the exigencies.<br><br>4. The Executive Committee can expel any member from the Association for violating any rule.<br><br>5. The Executive Committee should meet at least once in six months at the initiative of the General Secretary.<br><br>6. Vacancies arising in any manner in the Executive Committee shall be filled up by the Executive Committee by way of cooption from the Sub Registrars of the respective zone.<br><br>7. Every Executive Committee member shall be a prompt payer of the general subscriptions.<br><br>8. The one third representation of Executive Committee shall constitute the quorum for the Executive Committee meeting. |

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| | | | 9. The Executive Committee shall meet as frequently as the business of the association demands. There shall be a meeting at least once in six months to dispose of all matters that may require consideration of the committee.<br><br>10. The General Secretary shall call for the Executive Committee Meeting at least once in six months in general and for any other reason within or beyond the said period the meeting can be called for at a short notice with the approval of the President.<br><br>11. To call for the Executive Committee meeting the General Secretary must prepare the agenda to be placed before the Executive Committee and circulate it 15 days in advance or in emergency, it can even be done at short notice on approval by the President. Likewise, a requisition by 15 Executive Committee members shall entail the General Secretary to call for an extraordinary or special meeting of the Executive Committee with short notice on approval by the President.<br><br>12. No Office Bearer can draw any kind of salary or remuneration from the funds of Association. The Office Bearers can be given actual expenses, fares etc., incurred by them in the discharge of their duties as Office Bearers in furtherance of the aims, objectives and activities of the association as deemed fit and on approval by the Executive Committee.<br><br>13. The Executive Committee shall have power to appoint and terminate the services of any employee appointed for smooth running of association as warranted after observing the required formalities. The Executive Committee shall fix the remuneration and duties and responsibilities of the employees engaged and report to the members in the General Body meeting. Salaries or remuneration can be paid to the employees of the Association from its funds as fixed by the Executive Committee.<br><br>14. The Executive Committee shall have power to arrive at the manner in which the |

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| | | | audit and accounts of the association shall be carried out.<br><br>15. The Executive Committee shall have power to inspect the accounts and examine the registers and account books and to take steps for the recovery of all sums due to the association. Members are entitled to verify the accounts during the General Body meetings.<br><br>16. The Executive Committee shall have to approve the expenditure and activities of the association of the previous period in the next meeting immediately succeeding such period.<br>17. If an Office Bearer of the Executive Committee does not attend three consecutive Executive Committee meetings, he stands disqualified as EC member and he forfeits all his claims and rights there on.<br><br>18. The Executive Committee shall have power to co-opt a member in the event of any vacancy arising in the Executive Committee.<br><br>19. The Executive Committee shall have the powers to interpret the bye-laws not inconsistent with these articles to provide inter alia for leading deputations, taking action against members, moving no confidence motions, formation of Committees, and conduct of business, meetings etc., which shall be submitted before the next General Body in the General Body meeting for approval. |
| **9.** | **Article 9** | **Functions of the Office Bearers:**<br><br>**i. President**:<br><br>He shall preside over the meeting of the Executive Committee and the General Body meeting. In his absence, any Associate President, as per the advice of the General Secretary in writing shall do it. | **Functions of the Office Bearers:-**<br><br>**i. President;**<br><br>A. The President is the head of the association and shall preside over the meetings.<br><br>B. He will represent or depute one or more of the Office Bearers on behalf of the Association to represent the difficulties or inconveniences to the Government or other authorities and suggest means of redressal.<br><br>C. All the decisions of the Executive Committee shall come out under the signature of the President. |

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| | | **ii. Vice President:**<br><br>He shall assist the President and Associate President, in general and shall preside over the meetings in the absence of the President. | **ii. Vice President:**<br><br>The Vice-President shall assist the President and shall take over all the functions and exercise all the powers and duties vested with the President in the absence of the President.<br><br>In the absence of the President, the Vice President of the association shall preside over the Executive Committee meeting and the General Body Meeting. He shall assist the President as and when required by him. In his absence, the Associate President of the zone, where the Executive Committee meeting or General Body meeting is conducted will act in his place. |
| | | **iii. Associate President**:<br><br>In the absence of the President, the Associate President of the concerned Multi Zone, where the E.C. is conducted shall preside over the Executive Committee meeting and the General Body Meeting. He shall assist the President as and when required by him. In his absence, the next Associate President will act in his place in the serial order. | **iii. Associate President:**<br><br>They shall assist the President and Vice President, in general and shall preside over the meetings in the absence of the President and Vice President as stipulated above. |
| | | **iv. General Secretary:**<br><br>He shall be responsible for all correspondence of the association more particularly with the Government. He shall call for the Executive Committee Meetings at least once in three months and the annual conference of the Sub-Registrars which is otherwise called as Annual General Body meeting at least once a year. The responsibility of calling for both the above meetings rests entirely with the General Secretary. All Secretaries shall assist him in the discharge of his duties. By virtue of their offices, the President and the General Secretary shall be members of the various committees formed out of the association as Ex-Officio Members. All monies to be disbursed by the Treasurer should first be passed and counter-signed | **iv. General Secretary**:<br><br>A. The General Secretary is the executive authority of the association and shall be responsible for the General Administration of the association subject to the control of the Executive Committee.<br><br>B. The General Secretary shall:<br><br>1. Arrange for the holding of meetings of the committee by giving reasonable notice.<br><br>2. Implement the decision of the Executive Committee and the General Body.<br><br>3. He shall call for the Executive Committee Meetings at least once in six months in general and for any other reason within or beyond the period and the annual conference of the Sub-Registrars which is otherwise called as Annual General Body meeting at least once a year. The responsibility of calling for both |

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| | | by the General Secretary to become valid payments. The Treasurer cannot make any payment without the approval of the General Secretary.<br><br>The General Secretary is authorized to spend or make payments up to Rs.5000/- without prior approval of the E.C. Any expenditure exceeds Rs.5000/- prior permission shall be obtained by the E.C. Ratification of the E.C. for all the expenditure by the General Secretary, Treasurer is mandatory and shall be obtained in the next Executive Committee meeting. | the above meetings rests entirely with the General Secretary. In case of emergency the extraordinary or special meeting of the General Body / Executive Committee can be called for earlier with the written consent of the President.<br><br>4. He shall call for a General Body meeting by issuing a notice to all the members, on a requisition, calling for such meeting given in writing and signed by at least 50 members of the association indicating the purpose of the said requisition. Upon such requisition, the General Body meeting shall be convened within 15 days of the said notice. The date of General Body meeting shall be notified in the notice board at least 7 days in advance.<br><br>5. Maintain the minutes of the General Body meetings and other committee meetings.<br><br>6. Maintain register of the members of the association with all their details and particulars, addresses and telephone numbers for communication and any other information as required etc.<br><br>7. He shall be responsible for all correspondence of the association more particularly with the Government.<br><br>8. Joint Secretary and all Organizing Secretaries shall assist him in the discharge of his duties.<br><br>9. By virtue of their offices, the President and the General Secretary shall be the ex-officio members of the various committees formed out of the association for specific purposes.<br><br>10. All monies to be disbursed by the Treasurer should first be passed and counter-signed by the General Secretary to become valid payments. The Treasurer cannot make any payment without the approval of the General Secretary.<br><br>11. He shall present the annual report before General Body for its approval.<br><br>12. The General Secretary is authorized to spend or make payments up to Rs.5000/- without prior approval of the EC. Any expenditure exceeding Rs.5000/- shall be |

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| | | | with the prior permission of the EC. All the expenditure met by General Secretary / Treasurer other than by prior permission of the EC shall be got ratified in the next EC meeting.<br><br>13. Any other business of the association as approved by the Executive Committee for promoting the cause of the association.<br><br>**v. Joint Secretary:**<br><br>In the absence of the General Secretary, the Joint Secretary of the association shall assist the General Secretary of the Executive Committee in EC meeting and the General Body Meeting. He shall assist the General Secretary as and when required by him. In his absence, the Organizing Secretary of the zone, where the Executive Committee meeting or General Body meeting is conducted will act in his place.<br><br>**vi. Organizing Secretary:**<br><br>They shall assist the General Secretary, the Joint Secretary in general and shall act as the General Secretary in the EC and General Body meetings in the absence of the General Secretary and Joint Secretary as stipulated above. |
| | | **v. Treasurer :**<br><br>He is the custodian of all monies, gifts, endowments, donations and subscriptions. He shall maintain the income and expenditure accounts of the Association in proper way and is entirely responsible for all the monies entrusted to him and also received by him from all sources. No money shall be spent by the Treasurer without the written approval of the General Secretary. The Treasurer is responsible for the collection Membership/ Annual of all Subscription, from the Sub-Registrars. The Treasurer shall collect the Annual membership every year and pass receipt to that effect. The accounts should be got audited and he shall prepare a | **vii. Treasurer:**<br><br>1. He is the custodian of all monies, gifts, endowments, donations and subscriptions and grants if any from the Government.<br><br>2. He shall maintain the income and expenditure accounts of the Association in proper way and is entirely responsible for all the monies entrusted to him and also received by him from all sources.<br><br>3. The Treasurer is responsible for the collection of all Membership/Annual Subscription, from the Sub-Registrars. The Treasurer shall collect the Annual membership every year and pass receipt to that effect.<br><br>4. The accounts should be got audited and he shall prepare a copy of the Income and expenditure Statement and place it before the General Body for its approval. |

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| | | copy of the Income and expenditure Statement and place it before the General Body for its approval.<br><br>All Assistant Treasurers shall assist the Treasurer in his duties of collecting subscription from all members, from District units. An Audit Committee shall be elected every year at the General Body Meeting who will audit the accounts of the association and present a certificate to the house whether the accounts are correct. The monies of the association shall be deposited in a Scheduled Bank or Post office named by the President and General Secretary. If monies have to be withdrawn by the Treasurer, the General Secretary and the Treasurer should jointly withdraw the money. The Bank or Postal account should be a joint account in the name of the Treasurer and General Secretary in their official capacities. The Treasurer can have a standing balance of Rs. 5,000/- with him for emergent expenses.<br><br>**xi. Sports Secretary**<br><br>**vii. Cultural Secretary**<br><br>**viii. Literary Secretary**<br><br>He is responsible to bring out the Association Magazine, "The Registration Times": on monthly basis, and ensure collection of Subscription from all employees. He shall open a Joint Account in the name of Magazine, along with General Secretary. | 5. All Zonal Treasurers shall assist the Treasurer in his duties of collecting subscription from all members, from District units.<br><br>6. An Audit Committee shall be elected every year at the General Body Meeting who will audit the accounts of the association and present a certificate to the General Body as to the correctness of the accounts.<br><br>7. The monies of the association shall be deposited in a Scheduled Bank or Post Office named by the President and General Secretary. If monies have to be withdrawn by the Treasurer, the General Secretary and the Treasurer should jointly withdraw the money. The Bank or Postal Account should be a Joint Account in the name of the Treasurer and General Secretary in their official capacities.<br><br>8. The Treasurer can have Rs. 5,000/- cash on hand with him for emergent expenses. He shall submit the Statement of expenditure for the cash on hand to the next Executive Committee meeting.<br><br>**viii. Sports Secretary & Cultural Secretary posts are clubbed with Sports Secretary**<br><br>**ix. Sports, Cultural & Literacy Secretary**<br><br>1. He is responsible to bring out the Association Magazine, “The AP Registration Times” on monthly basis, and ensure collection of subscription from all employees.<br><br>2. He shall open a Joint Account in the name of Magazine, along with General Secretary.<br><br>3. He shall be responsible for the entire budget, income and expenditure of the publication of the magazine “The AP Registration Times”.<br><br>4. He shall be responsible for all the statutory and non-statutory functions to the magazine. |

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| | | | 5. He shall submit the Statement of accounts quarterly to EC meeting and annually to the General Body meeting on approval by the EC.<br><br>6. Non-compliance of the any of the above clauses and the delays in bringing out the magazine without valid reasons to the satisfaction of the EC, may entail appropriate action against Literary Secretary including that of his / her expulsion from the association and disqualification by the EC.<br><br>7. He is responsible to undertake and organize Sports meets atleast once in two years or as may be decided by the Executive Committee under the guidance of the President and the General Secretary.<br><br>8. He is responsible to design and organize Cultural Programmes as per the decisions of the Executive Committee under the guidance of the President and the General Secretary. |
| **10.** | **Article 11** | **New Article** | **Audit:**<br><br>The accounts of the association shall be audited once in a year and an auditor shall be appointed with the approval of the Executive Committee. |
| **11.** | **Article 12(9)(f)& (g)** | **The Association undertakes**:<br><br>f. not to start or publish any periodical magazine or bulletin without the previous permission of Government<br>and<br>g. not to contravene any of the provisions contained in the G.Os. issued from time to time by the Government. | **The Association undertakes: -**<br><br>f. not to start or publish any periodical magazine or bulletin without the previous permission of Registrar of Newspapers for India.<br><br>g. not to contravene any of the provisions contained in the G.O.s issued from time to time in regards to employee associations and organizations by the Government. |
| **12.** | **Article 13** | **Death Relief by the Association**:<br><br>i. On the Official report of the death of any member Sub-Registrar, each member shall contribute a minimum amount of Rs. 100/- and a consolidated amount shall be sent through the zonal Treasurers to the State Treasurer by money order or D.D. within a month notice of the death | **Death Relief:**<br><br>i. The association shall extend all moral and financial assistance to the kith & kin and family of any deceased member who expired while in service by providing death relief.<br><br>ii. The Association may take appropriate steps for collection of any amount or contribution by the members and the |

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| | | of the individual. The Association may with the previous permission of the Govt, conduct dramas, organize Raffles etc., to augment funds.<br><br>ii. The Association may empower the President and the General Secretary of the Association to create a Trust with charitable objects at an appropriate time with all the members of the Executive Committee as ex-officio trustees to administer a trust. | pooled-up amount may be sent through the Zonal Treasurers to the State Treasurers by money order or D.D. within a month. The Association may conduct any cultural activities, exhibitions etc. to augment funds for extending the benefit to the family of deceased members.<br><br>iii. The Association may empower the President and the General Secretary of the Association to create a Trust with charitable objects at an appropriate time with all the members of the Executive Committee as ex-officio trustees to administer a Trust for this purpose.<br><br>iv. The decision of the Executive Committee at State Level shall be final in all issues relating to this aspect. |
| **13.** | **Article 14** | **Records to be Maintained by the Association:**<br><br>The following records shall be maintained by the association:<br><br>1. Minute Book<br>2.Register of Members<br>3. Accounts books,<br>4. Cash Books,<br>5. Receipt Books,<br>6. Causality Register,<br>7.Any other books prescribed under the Act & Rules. | **Records to be maintained by the Association:**<br><br>The following records shall be maintained by the association: -<br><br>1. Minute Book<br>2. Register of Members.<br>3. Accounts Books<br>4. Cash Books<br>5. Receipt Books<br>6. Any other Books / Registers / Records under relevant Acts and Rules |
| **14.** | **Article 15** | **Alteration of Rules And Regulations**;<br><br>The amendments, alterations, additions of rules and regulations and bye-laws can be made by the General Body by 3/5$^{th}$ of the member Sub-Registrars present for voting at the General Body Meeting, which is attended by majority of total members. | **Amendment of Rules and Regulations:**<br><br>The amendments, modifications, additions of rules and regulations and bye-laws can be made by the General Body by 2/3$^{rd}$ of the member Sub-Registrars for voting at the General Body/ Special Meeting. |
| **15.** | **Article 16** | **New Article** | **Member Guidelines:**<br><br>A. It is the responsibility of the members to furnish all the information relating to them at the time of admission itself and refrain from suppression of any information which if found at a subsequent date will entail cancellation of membership and removal from the association. |

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| | | | B. All members shall pay annual subscription to the association as fixed by the Executive Committee from time to time before the stipulated date of every year.<br><br>C. All members shall follow the rules and regulations stipulated from time to time by the Executive Committee for the conduct and procedures of the activities of the association and avoid any inconvenience due to their conduct and behavior to the other members.<br><br>D. All the members shall conduct themselves in a befitting manner duly following the rules of conduct stipulated by the association.<br><br>E. All the members shall be personally responsible for any loss caused to the property of the association by their overt and negligent acts.<br><br>F. Any member who is found to be working against the interests of the association and causing intentional damage to the property and the repute of the association can be removed from the association by the Executive Committee.<br><br>G. Any member who is convicted by any court of law or facing charges in a Criminal Court of Law shall be removed from the association by the Executive Committee.<br><br>H. If any misappropriation of funds is committed by any member of the Executive Committee such amounts shall be recoverable from him or her personally besides cancellation of membership. |
| **16.** | **Article 17** | **Guest Houses:**<br><br>The Association is owning guest houses, at HYDERABAD, GUNTUR, TIRUPATHI & VISHAKAPATNAM, The Zonal President and Zonal Secretary of respective zones, and the Joint Sub-Registrar-I of the District where the Guesthouse is located, shall constitute the Ex-Officio Managing Committee. The President of the Zone shall be the Chairmen of the Managing Committee. The Committee so | **Properties & Association Buildings:**<br><br>1. The Association is owning Association Buildings at Guntur, Tirupathi & Vishakhapatnam.<br><br>2. The Zonal President and Zonal Secretary of respective zones, where the Guest House is located, shall constitute the Ex-Officio Managing Committee for Guntur and Visakhapatnam.<br><br>3. The President of the Zone shall be the Chairman of the Managing Committee. The Committee so formed, shall manage the entire affairs of the Guest House with |

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| | | formed, shall manage the entire affairs of the Guest House with unanimity in taking secessions for its betterment.<br><br>However, the said Committees do not of have the method alienate, mortgage, transfer the immoveable proper in any manner.<br><br>The Principal Office Bearers of the Central Association shall have the power to review the affairs of the Guest House and pass any order, which may be deemed fit from time to time, and all such order passed by the Central Association shall supercede all orders/decisions passed by the local committees, and shall be binding on them.<br><br>All the Guest Houses in the State are the "PROPERTIES OF THE A.P. SUB-REGISTRAR ASSOCIATION"<br><br>5. The Association Building at Guntur was renovated in the year 2012 with the exclusive subscription of the members of Zone-III. After renovation, a part of the building is let out to the Offices of the Deputy Inspector General of Registration and Stamps, Guntur and District Registrar (MV&A), Guntur. To facilitate the lease and maintenance of the Building at Guntur, a joint account was opened by the Secretary and Treasurer of the Zone-III unit and is operational as on date. The said Joint Account holders are empowered and entitled to collect all the arrears lease amounts and also future rents from the present lessors and deposit the same in the said bank account. All such funds shall be utilized for the maintenance of the Association Building at Guntur and also for the welfare of the Zonal members of | unanimity in taking decisions for its betterment and proper upkeep of the same. However, the said Committees shall not have the power to alienate, mortgage, lease transfer the movable or immovable properties of the association in any manner.<br><br>5. The Association Building at Guntur was renovated in the year 2012 with the exclusive subscription of the members of Zone-III. After renovation, a part of the building is let out to the Offices of the Deputy Inspector General of Registration and Stamps, Guntur and District Registrar (MV&A), Guntur. To facilitate the lease and maintenance of the Building at Guntur, a joint account was opened by the Secretary and Treasurer of the Zone-III unit and is operational as on date. The said Joint Account holders are empowered and |

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| | | Guntur zone with the prior approval of Zonal Committee, Guntur zone and ratification by the Executive Committee in the immediate next EC meeting there on. On termination of present lease, the Zonal Committee is empowered and entitled to either continue the lease of the existing lessee or let out the building to any other suitable lessee on approval from the Executive Committee. The Zonal President/Zonal Secretary is empowered to enter into lease agreement / deeds in respect of all the leases and agreements relating to Association Building at Guntur. | entitled to collect all the arrears lease amounts and also future rents from the present lessees and deposit the same in the said bank account. All such funds shall be utilized for the maintenance of the Association Building at Guntur and also for the welfare of the Zonal members of Guntur zone with the prior approval of Zonal Committee, Guntur zone and ratification by the Executive Committee in the immediate next EC meeting there on. On termination of present lease, the Zonal Committee is empowered and entitled to either continue the lease of the existing lessee or let out the building to any other suitable lessee on approval from the Executive Committee. The Zonal President/Zonal Secretary is empowered to enter into lease agreement / deeds in respect of all the leases and agreements relating to Association Building at Guntur.<br><br>6. All the Association Buildings in the State are the "PROPERTIES OF THE A.P. SUB-REGISTRAR ASSOCIATION" and shall continue to be so. The lease out of any association building in the State shall be with prior approval of EC and ratification by the General Body in the next General Body meeting. |

**SHAMSHER SINGH RAWAT**
**SPECIAL CHIEF SECRETARY TO GOVT. (SER&HRM)**

**SECTION OFFICER**